

NAZARETH AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: APRIL 25, 2005

REVISED:

710. USE OF FACILITIES BY STAFF	
1. Authority	The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.
2. Guidelines	<p>District facilities and equipment are available for staff use only if in accordance with provisions of an applicable collective bargaining agreement.</p> <p><u>Telephones</u></p> <p>Telephones in schools are for official use in connection with school business. School telephones shall not be used for personal purposes either by students or teachers.</p> <p>There should be someone in attendance to answer the telephone throughout the school day.</p> <p>No person should be permitted to carry on a long conversation on the school telephone.</p> <p>Teachers and students should not be called to the telephone during school ours except in cases of emergency.</p> <p>All persons responsible for answering the telephone should be thoroughly informed of procedures to follow in case of an emergency alert.</p> <p>Long distance calls may be placed by the administrative staff when necessary to carry out their assigned duties. All other personnel must have the approval of the principal before placing the call.</p>